CANON

FAX – L380

SIMPLIFIED

GUIDE

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TO REGISTER SENDER IDENTIFICATION

I. INPUT YOUR FAX NUMBER AND COMPANY NAME

1. Press **Menu**
2. Press ► until display shows "4.FAX SETTINGS"
3. Press **OK** four times
4. Enter your fax number
9. Press **OK** to save the number
10. Press **Menu**
11. Press ► to display "2.UNIT NAME"
12. Press **OK**
13. Enter your company or personal name
    Register the name by pressing the buttons on the numeric keypad

CODE NUMBERS FOR ALPHABETS AND SYMBOLS

NUMERIC KEY	ALPHABETS	NUMERIC KEY	ALPHABETS
2	A,B,C	6	M,N,O
3	D,E,F	7	P,Q,R,S
4	G,H,I	8	T,U,V
5	J,K,L	9	W,X,Y,Z
#	symbols		

Press ► to enter next alphabet
Press * to enter a digit
Open speed dial panel, then press **Space** to enter a space
Open speed dial panel, then press **Delete** to clear a mistake
Open speed dial panel, then press **Clear** to re-enter the whole name entry

14. Press **OK**
15. To end, press **Stop** ⓥ

II SENDING A DOCUMENT

A. MANUAL SENDING

1. Press **FAX**

2. Place documents face down on the Feeder

3. Press **Hook**

4. Enter fax number

5. Press **Start/Copy**

B. MEMORY SENDING

1. Press **FAX**

2. Place documents face down on the Feeder

3. Enter fax number

4. Press **Start/Copy**

5. Take note of " TX / RX " number

C. ONE-TOUCH / CODED DIAL SENDING

1. Press **FAX**

2. Place documents face down on the Feeder

3. Press the appropriate one-touch key OR
   Press **Coded Dial** and a two-digit code

4. Take note of " TX / RX " number

TO STOP SENDING

A. During a **Manual TX** sending, press **Stop**

B./C. During a **Memory Sending**, press **Stop** then * to confirm

III TO STORE FAX NUMBERS

A. ONE-TOUCH SPEED DIAL (*01-KEY* TO *32-KEY*)

1. Press **Menu**

2. Press ► until display shows "**5.ADD. REGISTRATION**"

3. Press **OK** twice

4. Press ► (if necessary) until an empty space appears

5. Press **OK** twice

6. Enter fax number

7. Press **OK** twice

8. Enter name
   Register the name by pressing the buttons on the numeric keypad

CODE NUMBERS FOR ALPHABETS AND SYMBOLS

NUMERIC KEY	ALPHABETS	NUMERIC KEY	ALPHABETS
2	A,B,C	6	M,N,O
3	D,E,F	7	P,Q,R,S
4	G,H,I	8	T,U,V
5	J,K,L	9	W,X,Y,Z
#	symbols		

Press ► to enter next alphabet
Press * to enter a digit
Open speed dial panel, then press **Space** to enter a space
Open speed dial panel, then press **Delete** to clear a mistake
Open speed dial panel, then press **Clear** to re-enter the whole name entry

9. Press **OK**

10. Repeat steps **No. 4** to **No. 9**

11. To end, press **Stop** ⊽

B. CODED SPEED DIAL (**00* TO **99*)

1. Press **Menu**
2. Press ► until display shows "**5.ADD. REGISTRATION**"
3. Press **OK**
4. Press ► to display "**2. CODED SPD DIAL**"
5. Press **OK**
6. Press ► (if necessary) until an empty space appears
7. Press **OK** twice
8. Enter fax number
9. Press **OK** twice
10. Enter name (refer to ***A.8.*** on III : TO STORE FAX NUMBERS)
11. Press **OK**
12. Repeat steps **No. 6** to **No. 11**
13. To end, press **Stop** ⊽

C. TO PROGRAM GROUP DIAL

1. Press **Menu**
2. Press ► until display shows "**5.ADD. REGISTRATION**"
3. Press **OK**
4. Press ► until display shows "3**. GROUP DIAL**"
5. Press **OK**
6. Press ► (if necessary) until an empty space appears
7. Press **OK** twice
8. Press desired one-touch keys & / or the coded speed dial numbers
9. Press **OK** twice
10. Enter name for the above group dialer (refer to ***A.8.*** on III : TO STORE FAX NUMBERS)
11. Press **OK**
12. Repeat steps **No. 6** to **No. 11**
13. To end, press **Stop** ⊽

IV TO ERASE A SPEED DIAL

TO CANCEL A NUMBER IN THE ONE-TOUCH SPEED DIAL

1. Follow steps **A.1.** to **A.4.** (Refer to III : TO STORE FAX NUMBERS: ONE-TOUCH SPEED DIAL)
2. Press desired one-touch key
3. Press **OK** twice
4. Open speed-dial panel cover and press **Clear** to clear the number
5. Press **OK** to delete the whole entry
6. Press **Stop**

TO CANCEL A NUMBER IN THE CODED SPEED DIAL

1. Follow steps **B.1.** to **B.5.** (Refer to III : TO STORE FAX NUMBERS: CODED SPEED DIAL)
2. Press **CODED DIAL** followed by the relevant 2-digit code
3. Press **OK** twice
4. Open speed-dial panel cover and press **Clear** to clear the number
5. Press **OK** to delete the whole entry
6. Press **Stop**

TO CANCEL A GROUP DIALER OR A NUMBER IN THE GROUP

1. Follow steps **C.1.** to **C.5.** (Refer to III : TO STORE FAX NUMBERS : GROUP DIAL)
2. Press the desired group dialer using one-touch key OR **CODED DIAL** & the relevant 2-digit code
3. Press **OK** twice
4. Open speed-dial panel cover and press **Clear** for each of the speed dialers that are to be deleted
5. To confirm, press **OK**
6. Press **OK** again if the name of the group dialer remains unchanged
7. Press **Stop**

V SENDING TO MORE THAN ONE LOCATION

(SEQUENTIAL BROADCASTING)

A. USING ONE-TOUCH / CODED SPEED DIAL

1. Press **FAX**
2. Place documents face down on the feeder
3. Press all the relevant one-touch / coded-dial numbers one right after another
4. Press **START**
5. Take note of " TX / RX " number

B. MANUAL DIALING FROM THE NUMERIC 10-KEY PAD

1. Press **FAX**
2. Place documents face down on the feeder
3. Enter one fax number
4. Press **OK**
5. Continue steps 3. & 4. until all the fax numbers (maximum 10 destinations) have been entered
6. Press **START**
7. Take note of " TX / RX " number

C. USING DIRECTORY DIALING

1. Press **FAX**
2. Place documents face down on the feeder
3. Press for directory dialing
4. Press a numeric key which contains the 1st letter of the desired name
5. Press **OK**
6. Press ► to scroll to the desired destination
7. Press **OK**
8. Continue steps 3. to 7. until all the destinations has been specified
9. Press **START**
10. Take note of " TX / RX " number

C. COMBINATION OF (A) & (B)

If some destinations are from auto-dialers and some are not, follow steps **A.1.** to **A.3.** then **B.3.** to **B.7.**

N.B. Please check on the ***MULTI TRANSACTION REPORT*** which will be generated out after the broadcast is completed to ensure that the broadcast is successful.

VI TO SEND DOCUMENTS AT A LATER TIME

(DELAYED TRANSMISSION)

1. Open speed-dial panel cover
2. Press **Delayed Transmission**
3. Enter the desired time (time set must be within 24 hours from the time on the display)
4. Press **OK**
5. Enter the fax number(s)
6. Press Start ◇
7. Place documents face down on the feeder
8. Take note of " **TX / RX** " number

Machine will now scan documents into the memory.

TO CANCEL A DELAYED TRANSMISSION

1. Press **FAX**
2. Press ◈ **System Monitor** to display "**FAX MONITOR**"
3. Press ► until display shows "**3.DELETE DOCUMENT**"
4. Press **OK**
5. Press ► to select the ** transaction " **TX / RX** " number to be deleted
6. Press **OK**
7. Press ◄ for "**YES**" to confirm deletion
8. Press **Stop** ⊗

** If you are unsure of the transaction number (TX/RX NO.), first print the DOC. MEMORY LIST (refer to page 11) to check.

VII WHEN THE FAX DISPLAYS "RECEIVED IN MEMORY"

Display screen flashes message "**RECEIVED IN MEMORY**" repeatedly.

1. Supply paper to the paper cassette if display prompts

   "**SUPPLY REC. PAPER"**

   OR

   Replace the toner cartridge if display prompts

   "**REPLACE CARTRIDGE**"

   OR

   Remove jammed paper from the machine if display prompts

   "**REC. PAPER JAM**"

2. Machine will automatically start to print the received documents from the memory after the above troubleshooting has been done.

VIII TO PRINT REPORTS AND LISTINGS

A. SPEED DIAL LIST

1. Open speed-dial panel cover

2. Press **REPORT**

3. Press ► to display shows "**2. SPEED DIAL LIST**"

4. Press **OK** to display "**1.1-TOUCH LIST**"

5. Press ► to select desired list i.e. "**1.1-TOUCH LIST**",

   "**2.CODED DIAL LIST**" or "**3.GROUP DIAL LIST**"

6. Press **OK**

   (a) If Group Dial list is selected, machine will now start to print
   (b) If 1-Touch or Coded Dial list is selected, display will show "**SORTED OUTPUT**"

7. Press ► to select "**1.NO SORT**" or "**2.SORT**"

   (a) "**1.NO SORT**" - list is printed in order of Speed Dial numeric list
   (b) "**2.SORT**" - list is printed in alphabetical order in the name column

9. Press **OK**

B. TO PRINT A LIST OF PREVIOUS 20 TRANSACTIONS

1. Open speed-dial panel cover

2. Press **Report**

3. Press **OK**

C. TO PRINT DOCUMENT MEMORY LIST

To check the list of documents currently stored in the memory

1. Open speed-dial panel cover

2. Press **Report**

2. Press ► to select "**4.DOC MEMORY LIST**"

3. Press **OK**

IX MAKING COPIES

1. Place documents face down on the feeder

2. Press **COPY**

3. Enter the number of copies required (01 to 99)
   To re-enter the number, press **Clear**

4. Press **START** ◇ to start copying
   To cancel the printing, press **Stop** ⊽

X TRANSMISSION REPORT

To set up Transmission (TX) Report For Every Document Sent Out

1. Press **Menu**
2. Press ► until display shows "**4. FAX SETTINGS**"
3. Press **OK**
4. Press ► to display "**2.REPORT SETTINGS**"
5. Press **OK** twice
6. Press ► to select "**OUTPUT YES**"
7. Press **OK** display "**REPORT WITH TX IMAGE**"
8. Press ► to select "**ON**"
9. Press **OK**
10. Press **Stop** ⊘

XI ERASING A DOCUMENT FROM THE MEMORY

1. Press **FAX**
2. Press **System Monitor** to display "**FAX MONITOR**"
3. Press ► until display shows "**3.DELETE DOCUMENT**"
4. Press **OK**
5. Press ► to select the ** transaction " **TX / RX** " number to be deleted
6. Press **OK**
7. Press ◄ for "**YES**" to confirm deletion
8. Press **Stop**

** If you are unsure of the transaction number (TX/RX NO.), first print the DOC. MEMORY LIST (refer to page 11) to check.

XII TO CHECK THE STATUS OF A FAX TRANSACTION

A. The Status Of A Pending Job

1. Press **FAX**
2. Press **System Monitor** to display "**FAX MONITOR**"
3. Press **OK** to check the status of a transaction
4. Press ► to select the list of TX/RX jobs
5. To end, press **Stop**

B. The Result after Sending / Receiving

1. Press **FAX**
2. Press **System Monitor** to display "**FAX MONITOR**"
3. Press ► to display "**2.TX/RX RESULT**"
4. Press **OK** to check the status of a transaction
5. Press ► to select the list of TX/RX jobs
6. To end, press **Stop**